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AUDITOR-CONTROLLER

**COUNTY OF LOS ANGELES
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July 21, 2004

TO: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

FROM: J. Tyler McCauley 
Auditor-Controller

SUBJECT: **LAUREL ELEMENTARY SCHOOL AFTER-SCHOOL ENRICHMENT
PROGRAM CONTRACT REVIEW**

We have completed a contract compliance review of the Laurel Elementary School (Laurel), an elementary school site of the Los Angeles Unified School District (LAUSD), an After-School Enrichment Program (ASEP) service provider for the period of July 2003 through March 2004. The review was conducted as part of the Auditor-Controller's Centralized Contract Monitoring Pilot Project.

Background

The Department of Public Social Services (DPSS) contracts with LAUSD to provide an after-school enrichment program to eligible CalWORKs children who are enrolled in LAUSD. LAUSD administers ASEP, which incorporates educational, recreational and enrichment activities at 71 elementary school sites with a high enrollment of CalWORKs children. Laurel is one of the 71 school sites providing ASEP and is located in the Third District.

Laurel is paid a monthly rate of \$279 per student. For Fiscal Year (FY) 2002-03, DPSS paid Laurel approximately \$75,000.

Purpose/Methodology

The purpose of the review was to determine whether Laurel provided the services outlined in the contract with DPSS. We also evaluated Laurel's ability to achieve planned service and staffing levels. Our monitoring visit included a review of LAUSD's invoices, Laurel's daily schedule, student attendance records, personnel and payroll records, and interviews with Laurel staff and students.

"To Enrich Lives Through Effective and Caring Service"

Results of Review

Overall, Laurel is providing the services outlined in its County contract. Laurel maintains documentation to support the services billed to DPSS and employs qualified staff to perform those services. The students interviewed stated that they enjoy the program and participate in various activities, including homework assistance, reading and recreation. For the first nine months of FY 2003-04, Laurel's monthly student enrollment did not significantly vary from its planned service levels.

Attached is a detailed report of the monitoring review.

Review of Report

On July 7, 2004, we discussed our report with Laurel, who agreed with the report's findings. In addition, we notified DPSS and LAUSD of the results of our review.

We thank Laurel for their cooperation and assistance during this review. Please call me if you have any questions, or your staff may contact Don Chadwick at (626) 293-1102.

JTM:DR:DC

Attachment

c: David E. Janssen, Chief Administrative Officer
Department of Public Social Services
Bryce Yokomizo, Director
Gail Dershewitz, Division Chief, Research, Evaluation and Quality Assurance Division
Sheri Lewis, HSA III, Child Care Program Section
Roy Romer, Superintendent, Los Angeles Unified School District
Patricia Dachenhausen, Principal, Laurel Elementary School
Violet Varona-Lukens, Executive Officer
Public Information Office
Audit Committee

**CENTRALIZED CONTRACT MONITORING PILOT PROJECT
AFTER-SCHOOL ENRICHMENT PROGRAM
FISCAL YEAR 2003-04
LAUREL ELEMENTARY SCHOOL**

BILLED SERVICES

Objective

Determine whether Laurel Elementary School (Laurel) billed the Department of Public Social Services (DPSS) for valid and authorized contract services.

Verification

We interviewed Laurel's Site Coordinator Assistant and reviewed student attendance records, daily activity schedules, and monthly lesson plans. We also observed students receiving snacks and participating in homework assistance, reading and recreational activities during the After-School Enrichment Program (ASEP).

Results

No exceptions. We reconciled the names of the students that Laurel billed DPSS to Laurel's daily attendance records. We also confirmed that the type of activities and snacks provided meet the contract requirements.

Recommendations

There are no recommendations in this section.

PARTICIPANT VERIFICATION

Objectives

Determine whether Laurel provided ASEP services to only eligible students.

Verification

From the Los Angeles Unified School District's (LAUSD) February 2004 invoice, we interviewed eight students to confirm that they received ASEP services shown in the daily activity schedule and a daily snack. We also verified the students' eligibility status on the Gain Employment Activity and Reporting System and Single Index System.

Results

No exceptions. All eight students were eligible to receive program services. The students interviewed stated that they enjoyed the program activities. They also stated

that they received a daily snack and participated in various activities, including homework assistance, reading, writing, math and recreation.

Recommendations

There are no recommendations for this section.

STAFFING LEVELS

Objective

Determine whether Laurel's staff-to-students ratio does not exceed 1:20 as required by DPSS' contract with LAUSD.

Verification

We interviewed the Site Coordinator Assistant and reviewed timekeeping records. We also observed ASEP staff working with students.

Results

No exceptions. On May 3, 2004, we made an unannounced visit to Laurel and observed nine staff working with 69 students. The staff-to-students ratio did not exceed the 1:20 ratio.

Recommendations

There are no recommendations in this section.

STAFFING QUALIFICATIONS

Objective

Determine whether Laurel's staff meet the qualifications as required by LAUSD's guideline. Per LAUSD's guideline, a Site Coordinator needs to be a credentialed teacher and other staff need to be a high school graduate. In addition, all staff working with students need to obtain a background clearance per DPSS' contract.

Verification

We selected one Site Coordinator and four program staff. We reviewed the California Department of Education's website to confirm the current teaching credentials of the Site Coordinator. We interviewed the four program staff and reviewed their personnel files.

Results

No exceptions. Staff assigned to ASEP obtained background clearances prior to employment and possess the required education and certifications identified in DPSS' contract. In addition, the Site Coordinator possesses the appropriate credentials.

Recommendations

There are no recommendations in this section.

SERVICE LEVELS**Objectives**

Determine whether Laurel met its planned service levels of 29 CalWORKs students per month.

Verification

We obtained the number of students serviced from LAUSD's invoices and compared the number against the planned service levels.

Results

Laurel's actual service levels did not significantly vary from their planned service levels of 29 students per month. During our review period, Laurel provided services to an average of 27 students per month.

Recommendations

There are no recommendations for this section.